

Sample Policies and Procedures

Brand: Resources
Product Code: 10POLICY1.0

Price: \$59.00

Short Description

Remove the guesswork from operations and establish internal accountability with Heartbeat's must-have collection of sample Policies and Procedures.

Description

Beginning with an introduction that covers why and how to write policies and procedures, *Sample Policies and Procedures*™ contains policies and procedures for volunteer "pregnancy consultants" or "peer counselors" working in pregnancy test and crisis intervention programs. Includes approved sample procedures and guidelines for your center.

See "Related Products" for Digital Download of the Manual.

Table of Contents

Introduction

Chapter I: Board Responsibility

Chapter II: Staff

Chapter III: Client Services

Chapter IV: Center Operations

Chapter V: Insurance, Finances, and Fundraising

Chapter VI: Communications, Advertising, and Marketing

Appendices:

(Sample Forms)

Authorization to Release Records
Client Care Volunteer Job Description
Confidential Client Information Sheet
Conflict of Interest/Related Party Form
Driving Record Request
Employment Application
Evaluation for the Executive Director or Chief Executive Officer
Annual Performance Review Questionnaire
Self Assessment
Gift-in-Kind Donation Form
Incident Report
Leave of Absence Request
Material Items Release
Privacy Policy
Quid Pro Quo Receipt
Release of Staff Information
Request for Services
Terms of Use
Transportation Waiver Client
Transportation Waiver Staff Member/Volunteer
Verification of Driver's Liability Insurance
Video Consent and Release
Volunteer for Client Care Application
Volunteer Life Support Application
Volunteer Orientation Interview
Volunteer Reference Letter
Volunteer Annual Performance Appraisal